

OAKWOOD GLEN ASSOCIATION, INC.

POLICY STATEMENT FOR OPEN FORUM AND BOARD MEETING CONDUCT

The Board of Directors welcomes resident/owner attendance at Board meetings to observe business matters that take place involving the Corporation. We value the insights and input from all owners and ask that you respectfully adhere to the following Policy adopted by the Board of Directors.

The Board of Oakwood Glen Association, Inc. is a policy governance board. This means that we establish policies to guide our decision making ability in order to be accountable to our owners and maintain the community of Oakwood Glen.

In order to give you an opportunity to address the Board, we've set aside a period of time at the end of each meeting (called Open Forum).

At the meeting we ask you to document your issue(s) by completing the *Request to Address the Board* form. This will assist us in tracking and following up on your issue(s) so it can be resolved.

The procedure to participate in Open Forum is simple:

1. Complete the *Request to Address the Board* form at the meeting.
 - Note: If the resident/owner wants to address the Board regarding a specific deed restriction letter/issue or a personal financial issue pertaining to their property please so indicate on the *Request to Address the Board* form and notify the community manager before the meeting starts. The Board will be happy to discuss these matters with the owner/resident but will only do so in Executive Session for reasons of confidentiality.
2. Raise your hand to be recognized by the Chair of the meeting, the Board President.
3. State your concern in clear simple terms, and please limit your comments to three (3) minutes
4. If someone else has already stated the concern, but you have something else to add to the concern already expressed, then please raise your hand to be recognized, however due to time restraints, the Chair may limit participation to once per owner.
5. Please don't interrupt others while they are speaking.
6. Maintenance related items are to be directed to the community manager. (Open Forum is not the correct venue to report maintenance items).
7. Please realize that while open forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item discussion.
8. If you would like an item to be considered by the Board to be a future agenda for a decision, please submit your request or suggestion in writing at least three weeks before the next regularly scheduled Board meeting. If you only wish to verbally address the

RP-2018-454927
Pages 3
10/03/2018 02:17 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
STAN STANART
COUNTY CLERK
Fees \$20.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Stan Stanart

COUNTY CLERK
HARRIS COUNTY, TEXAS

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